

**DEPARTMENT OF
PUBLIC HEALTH AND HUMAN SERVICES**



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Date: January 15, 2008

To: All TANF Cash Assistance Policy Manual Holders

From: Del Bock, TANF Supervisor
Public Assistance Bureau, Central Office.

Subject: TANF Cash Assistance Bulletin TB-39

Please place this bulletin at the beginning of the TANF Manual, Section 702-2 and Section 5.1 of the WoRC Guidelines.

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SECTION: Case Management
WoRC Sanction Process/Good Cause

SUBJECT: Sanction Recommendation

EFFECTIVE DATE: Immediately

INTRODUCTION: With the requirements outlined in the Deficit Reduction Act of 2005 (DRA) regarding verification and documentation of allowable work activities, it is important that every work-eligible individual participate fully in allowable work activities and provide verification or documentation of that participation, or face sanction for non-compliance.

Current policy indicates that the WoRC Case Manager should not recommend sanction in the following situations:

1. They have conclusive evidence that the participant has moved (e.g., landlord states that the participant has moved, the participant has notified WoRC they are moving, etc.); or
2. The participant has gained employment.

UPDATED POLICY: While gaining employment is one of the main goals of the TANF program, participation in allowable work activities is vital. Based on this, policy has been clarified to indicate that a sanction would not be recommended in the instance of a participant gaining employment **as long as that employment meets the**

participant's required weekly participation hours or will cause case closure.

POLICY REMINDER: Remember that policy currently allows the use of a signed prospected employment verification form to reconcile participation hours. (TANF 701-4 page 2)

UPDATED MANUAL MATERIAL WILL BE DISTRIBUTED AS SOON AS POSSIBLE. UNTIL THAT TIME, USE THIS BULLETIN AS A GUIDE. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR WORC MONITOR OR REGIONAL POLICY SPECIALIST.

Thank you.